



## Attorney General Josh Shapiro Job Posting – Special Agent III

<b>SECTION:</b>	Bureau of Criminal Investigation/Criminal Law Division
<b>CLASS:</b>	Special Agent III
<b>LOCATION:</b>	Norristown
<b>POSITION TYPE:</b>	Full-time, Non-civil service, Union
<b>WORK HOURS:</b>	8:30 – 5:00
<b>SALARY RANGE:</b>	Pay Range 9: Starting salary \$68,538

### **BASIC FUNCTION:**

This is First Level Supervisory, criminal investigative work of a highly confidential nature performed by agents of the Office of Attorney General involving the detection and investigation of violations of the laws and statutes of the Commonwealth as specified in The Commonwealth Attorneys Act, the Public Welfare Code, and other applicable Commonwealth laws, statutes, and regulations. This position reports directly to the Bureau of Criminal Investigation Section Director, and supervises both sworn and non-sworn personnel in the Eastern Regional Office of the Section.

An employee in this position utilizes the entire spectrum of investigative processes and procedures in the conduct of or in providing assistance with the conduct of criminal investigations ranging from routine to the most sensitive, complex, and difficult cases or supervises subordinates in the conduct of such investigations. Dependent upon assignments, the employee may conduct an investigation independently or supervise the efforts of a team or agent. The employee provides direction and guidance to less experienced agents. Assignments may require that the employee work irregular hours and/or an irregular work week. Work may be received from a superior who reviews the work product of the employee through written reports and conferences to ensure accuracy, thoroughness, and compliance to established policies and procedures and to evaluate the application and effectiveness of sound judgment.

## **EXAMPLES OF DUTIES:**

- Conducts criminal investigations independently applying the entire spectrum of investigative processes and procedures or supervises subordinate agents in the conduct of investigations
- Provides guidance and direction to less experienced agents
- Evaluates the work performance of subordinates
- Recommends either favorable or adverse personnel actions
- Maintains staff efficiency by authorizing employee leave
- Conducts and/or assists in conducting either court approved electronic interceptions or consensual electronic surveillance or supervises such activity
- Supervises the examination of, or examines, financial records, accounting ledgers, and legal documents to detect and/or confirm illegal activity
- Collects, evaluates, develops, and prepares evidence for presentation for prosecution and/or provides direction and guidance to subordinates regarding the collection and presentation of evidence
- Supervises the conduct of, or conducts, surveillance of individuals or locations
- Interviews witnesses and interrogates subjects to ascertain information, evidence, and confessions
- Makes arrests and executes searches pursuant to court-ordered warrants
- Participates in raids and undercover assignments, and/or supervises and directs such activity
- Prepares criminal complaint, search warrants, written summary reports of investigative activities and detailed reports of investigations setting forth allegations and evidence and/or provides guidance in the completion of such reports, etc.
- Collects, prepares, and submits evidence for laboratory analysis
- Appears in court before a district judge or a statewide investigating grand jury to present testimony and evidence as a prosecution witness and may serve as the prosecution officer at the district judge level
- Seeks out, contacts, and develops informants to procure information, or receives training and instruction in the principles of seeking out, contacting, and developing informants, to procure information relating to violations of Commonwealth laws and statutes
- Is required to qualify with an approved firearm at predetermined intervals
- Provides information for the preparation of press releases
- May be required to use a firearm in self-defense, the defense of fellow agents, the public, or to prevent the commission of felonious crimes
- Other duties as required

## **MINIMUM EXPERIENCE AND TRAINING:**

**In addition to the below qualifications, Special Agents must have Act 120 certification, an Act 120 equivalent training certification, or have attended the Commonwealth Investigators Training Program.**

**Qualifications for Special Agent III are as follows:**

- Two years as Special Agent II OR
- Graduation from an accredited college or university with a Bachelor's Degree in Criminology, Criminal Justice, Police Science, or related major and two years of qualifying experience in the law enforcement field OR
- Eight years of criminal investigative work of a technical level equivalent to the duties and responsibilities performed by a Special Agent II OR
- Any equivalent combination of experience, training and education